1.   ON-LINE SUPPORT FORUM

The concept of a forum is that members can post a variety of questions or "topics" and other members or guests (if allowed) can reply to those topics.

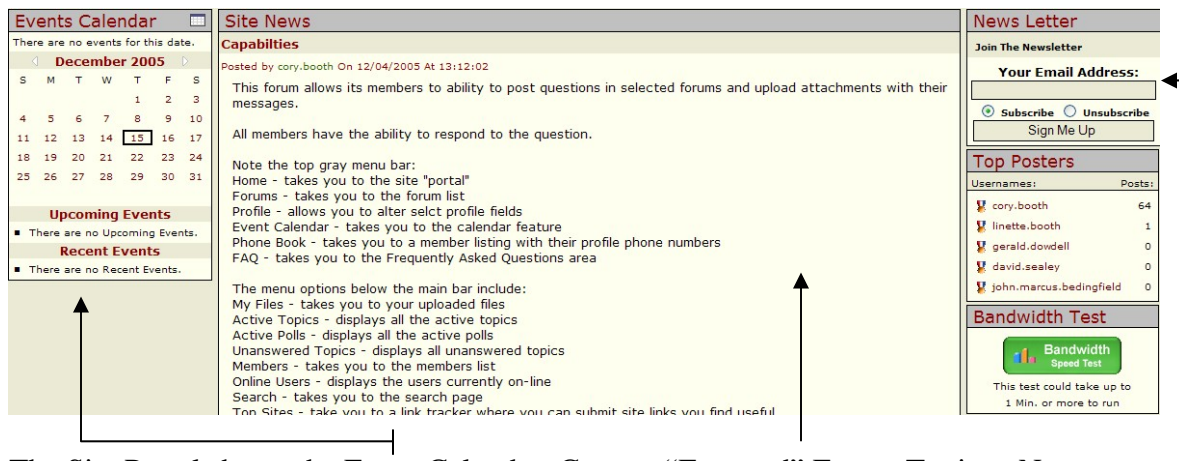The requirement for access to the Forum is an AKO account.

There are three levels of Forum Users:
- Members – any normal user.
- Moderator – a user who owns a certain forum or topics. Some forums, when created, can be locked with a variety of different levels, to include only allowing moderators the ability to reply to posts. A moderator is considered to be the subject matter expert of that particular forum.
- Administrator – a user who has the same abilities as the moderators, but can also modify the forum as a whole, such as color changes, menu changes, etc…

When you first log in you will be taken to the Site Portal and your user details will be in the upper-right hand corner of the screen:

The opening "Home" page is the Site Portal as pictured below:

The Site Portal shows the Event Calendar, Current "Featured" Forum Topic, a News Letter Subscribe / Unsubscribe menu, the Top Posters, and a Bandwidth Speed Test.

1.1 Forum Menus

The Forum Main Menu Consists of the below image:

HOME will take you to the screen you are greeted with when first surfing to FSD.

NEWS will take you to the Site Portal Screen.

FORUMS will take you to the Forum list Screen.

PROFILE will take you to a screen to update your profile.

(Updating your profile will allow you to insert a contact email address and other items. These same items are used to build the member "Phone Book")

SUBSCRIPTIONS will show you all the items you are subscribed to.

CHAT will take you to the Chat page

SEARCH will take you to the Forum Search screen.

Directly below the Main Menu is the Supplemental Menu as shown below:

Your Files will show you all the files you have sent in as attachments.

Our Files will show you all the files we currently offer for download from the forum.

Active Topics will show you topics that are currently open and active.

Active Polls will show you all the Polls (or voting) topics that are open.

Unanswered Topics will show you all the topic questions that have not been replied too.

Members show the member "Phone Book".

Online Users show all the users currently in the Forum.

Top Sites show the logged in URLs from users.

Before you enter a topic, please visit the Profile link and update any items you feel comfortable providing. All information entered in this screen will be visible to all members of the Forum. The data is also used to build the member "Phone Book". At a minimum, please provide a good email address as this is the method used by the forum to contact you.

1.2 Forum Main

The Forum Main Screen shows all the currently active Forums. Each Forum is labels with the intended discussion topic content. Please be sure to post your questions (topics) in the correct Forum.

Depending on the rules when created, some forums may be locked, require a password, be available to only certain members, or not be open at all. You will be notified of the forum requirements (if any) when entering.

Forum	Topics	Posts	Last Post	Moderator(s)	
□ FSD Forum					🔒✏️🗑️📁🌐
📁 Usage Instructions and tips on how to use this forum.	1	1	12/04/2005 13:12:02 by: cory.booth	cory.booth	🔒✏️🗑️📁
📁 FSD Website Forum to discuss the ongoing improvements to the FSD website.	1	1	12/06/2005 15:09:02 by: cory.booth	cory.booth	🔒✏️🗑️📁
□ Trouble Tickets					🔒✏️🗑️📁🌐
📁 Deviation Discussion forum for Deviation Trouble Tickets. Be sure to post the full ticket number in your post subject.	0	0		cory.booth, dennis.krull	🔒✏️🗑️📁
📁 eMILPO Discussion forum for eMILPO trouble tickets. Be sure to post the full ticket number in your post subject.	0	0	12/04/2005 13:08:02	cory.booth	🔒✏️🗑️📁
📁 Personnel Asset Inventory Discussion forum for Army-Wide PAI Trouble Tickets. Be sure to post the full ticket number in your post subject.	0	0	12/04/2005 13:04:18	cory.booth, dennis.krull	🔒✏️🗑️📁

The Main Forum also shows the number of topics each forum contains, how many replies and questions have been posted, the last topic posted and by whom, and the owners or "moderators" of that particular forum.

Posting a new topic or question is simple. Open the Forum you wish to add to and select the New Topic or Reply to Topic icons.

Author	Topic	
	📁 New Topic	📝 Reply to Topic	📑 Unsubscribe from this topic	📤 Send Topic to a Friend	🖨️ Printer Friendly	
Author	**Topic**	
cory.booth Forum Admin ⭐⭐⭐⭐⭐	🕐 Posted - 12/06/2005 : 15:09:02 📝 📝 📝 📝 📝 📝 Everyone, I am interested in knowing how you all feel about the authentication processes. Particularly the new PPA Contact Roster. Should the reports be AKO only? Is the authentication process acceptable? Give me your thoughts. Posts: 64	
	Topic	
	📁 New Topic	📝 Reply to Topic	📑 Unsubscribe from this topic	📤 Send Topic to a Friend	🖨️ Printer Friendly	

1.3   Posting a Topic

You will be presented with a screen similar to the one shown below:

This screen allows you to specify the screen size you wish your post to look best on.

The format mode:

- **Basic:** Adds the Forum Code tags to the Message Box
- **Prompt:** Opens a javascript box for you to put your text in
- **Help:** Displays an alert box with a description of the button

Changing the format mode and then clicking the desired format button will activate the choice.

Format Buttons allow you to insert special codes in your post to format your text.

Bold	**B**
Italic	*I*
Underscore	U
Strike-Through	S
Align Left	≡
Center	≡
Align Right	≡
Horizontal Line	HR
URL Link	🌐
eMail Link	📧
Code	#
Quote	📄
List	≔

Click the spell check ✓ to perform a quick spell check.

Callouts are small icons that can be inserted directly above your post.

Message Icons are images that are placed to the right of your post.

Click the Paper Clip 📎 to attach a file to your posting.

Posting Form

Screensize: 800 x 600
Format Mode: Basic
Format: B I U S ≡ ≡ ≡ HR 🌐 📧 # 📄 ≔ ✓
Font   Size   Color
Callouts: (DUH) (OOPS) (SIGH) (UGH) (WOW) (YEAH) (OK) (YES) (NO)
Subject:
Message Icon: ⦿ 🐤 ○ 😀 ○ 🔴 ○ 😊 ○ 👋 ○ 👍 ○ →
○ 💡 ○ ⚠ ○ ❓ ○ 😎 ○ 🙂 ○ 🔴 ○ 🟣
Message:

-   HTML is ON | Forum Code is ON
📎 Click here to attach a file to your post

☐ Check here to subscribe to this topic.
☐ Check here to make this topic sticky.
☐ Check here to lock the topic after this post.

Post New Topic   Preview   Reset Fields

Clicking Forum Code will give you a quick run down of some of the different ways you can post your text.

Some of these options can be disabled if the need arises.   Your screen may not appear with all the options listed above.

1.4   Attachments in forum posts

Attaching an item to your post or reply will open a screen as shown below:

Add attachment to topic

You may use one of the following file extensions:

- .pdf
- .jpg
- .gif
- .zip
- .doc
- .xls
- .ppt
- .txt

The maximum allowed file size is:

- **976.56 KB**

Attach the selected file: Attach File

You may select a previously uploaded file from your upload directory as well: Reuse File

Browse...

The allowed objects will be listed to the left. Clicking Browse will open a typical Windows Explorer window to select your file. Clicking Attach File will upload the file and insert the appropriate code to your post.

You can reuse prior uploads as well, simply click the Reuse File and you will be shown a list of all your prior attachments.

Upon a successful upload, the below screen will appear:

The file has been uploaded an is now shown in your post.

Filename	attachment.txt
Size	12.83 KB

You may reuse this file in any new post from now on.
In your "profile" you may delete the file in case you do not need it anymore.

Close window.

Simply click "Close Window" to return to your post and see the inserted code.

```
Attachment demo

[b]Download Attachment:[/b]
[url="https://itapdb.hoffman.army.mil/t3/forum/d
ata/cory.booth/20051215103128_attachment.txt"]
attachment.txt[/url][br]12.83 KB
```

Although cryptic in appearance, when posted your link will appear as shown below:

cory.booth
Forum Admin
⭐⭐⭐⭐⭐⭐

Posted - 12/15/2005 : 10:32:21

Attachment demo

Download Attachment: attachment.txt
12.83 KB

| Posts: 65

Many of the code options can look cryptic when inserted. For example, inserting the quote format option will appear as below:

```
[quote][i]Originally posted by cory.booth[/i]
[br]Attachment demo

[b]Download Attachment:[/b]
[url="https://itapdb.hoffman.army.mil/t3/forum/d
ata/cory.booth/20051215103128_attachment.txt"]
attachment.txt[/url][br]12.83 KB
[/quote]
```

However, when the topic is posted, it will appear as shown below:

Posted - 12/15/2005 : 10:34:58

quote:

Originally posted by cory.booth

Attachment demo

Download Attachment: attachment.txt
12.83 KB

1.5   Forum Icons

The Topic User Icons perform the following functions:

Poster's Profile	
Email Poster	
Edit Topic	
Reply with Quote	
Poster's IP Address	
Delete Topic	

The Topic Admin Icons perform the following functions:

Lock Topic	
Edit Topic	
Delete Topic	
New Topic	
Reply to Topic	

Clicking the email poster icon will open a window for you to send the poster an email. This option will not function if you or the poster has not updated his or her email account in their profile.

1.6 Forum Searching

Searching the forum is a very important function. As the forum grows, searching might be the only way for you to find the items you wish to read or post questions about. The following screen is the Basic Search function.

Clicking Advanced Search will open the below, more functional search window:

1.7   Forum Calendar

The Event Calendar Option opens the Community Calendar. When you click the Event Calendar Option, you will be taken to the Daily Calendar View as shown below:

Daily	Monthly	Yearly	Events List

Events for
Thursday, December 15, 2005

There are no events for this date.

Add an event: [Usage ▾] [Go]

Clicking Monthly will open the monthly calendar view:

Daily	Monthly	Yearly	Events List

◁			December 2005		▷	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Clicking Yearly will open the yearly calendar view:

Daily	Monthly	Yearly	Events List

◁ **2005** ▷

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Clicking the Events List will display all the currently tracked events. You can add events to the calendar by picking the Topic you want to associate the Event with and selecting GO

	Daily	Monthly	Yearly	Events List

Today is Thursday,

Display: Future Events

	Title	Date	
There are no future events.			

Add an event: Usage [Go]

1.8 Forum Members List

Clicking Members with display the member "Phone Book" as shown below:

All Forums
Member Information

Search: ☑ User Names ☐ First Name ☐ Last Name   For: [   ]   [search]

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Member Name	Title	Unit Name	Work Level	Phone	Fax	
	cory.booth	Forum Admin	Field Systems Division	HRC	(703) 325-5078	(703) 325-6319	✎
	linette.booth		The Adjutant General Directorate	HRC	(703) 325-4015	-	🔒✎🗑
	david.sealey		82nd PSB	PAS	-	-	🔒✎🗑
	dennis.krull	Assistant Admin	Field Systems Division	HRC	-	(703) 325-6319	🔒✎🗑
	gerald.dowdell		Field System Division	HRC	703 325-3829	703 325-6319	🔒✎🗑
	john.marcus.bedingfield		-	-	-	-	🔒✎🗑

You can click the All or Letters to filter the list as desired. You may also search the list by choosing what field to search on and then searching.

Active Users show the screen below with all the currently logged on users:

All Forums
Active Users (Last Updated 12/15/2005 10:25:21)

	Member Name	OS / Browser	IP Address	Current Page	Active Since	Active Time
Active Members : 1						
	cory.booth	Windows XP Microsoft IE 6.x	199.208.22.21	Active Users	12/15/2005 10:16:06	9 Minutes

Field Systems Division   © HRC, FSD

1.9   Forum Private Messages
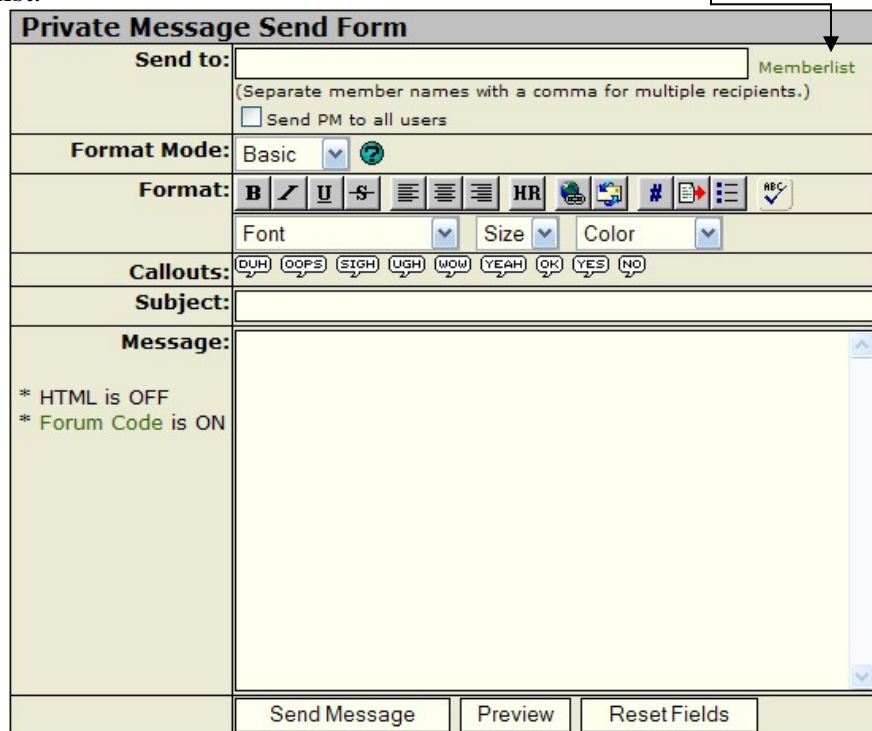
The forum is also equipped with an internal email system called Private Messages. When you logon you will see the below menu bar showing the number of new messages and an icon indicating new messages. Clicking the icon will take you to the messaging system.

The below screen is the messaging system opening display. Here you will see the list of messages and have to opportunity to send some yourself and change you Private Message options.
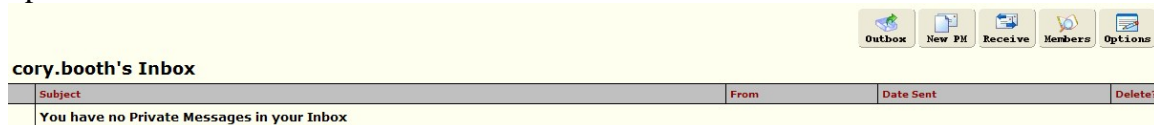
Sending a message is almost the same as posting a topic. The Send To line requires the user you wish to message. Type the user's AKO id or click Memberlist to obtain a quick directory list.

The Member display and Memberlist options open the below screen:

Clicking the AKO id will open the user's profile.

Clicking the tack icon will put the user's AKO id in the Send To: line on your message window.

You can also quickly search this list.

| **Member Name** |
| cory.booth |
| david.sealey |
| dennis.krull |
| gerald.dowdell |
| john.marcus.bedingfield |
| linette.booth |

Search: [   ] **go**

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z

Close Window

The Private Message Option Screen opens to display the following choices:

Enable/Disable Private Messages

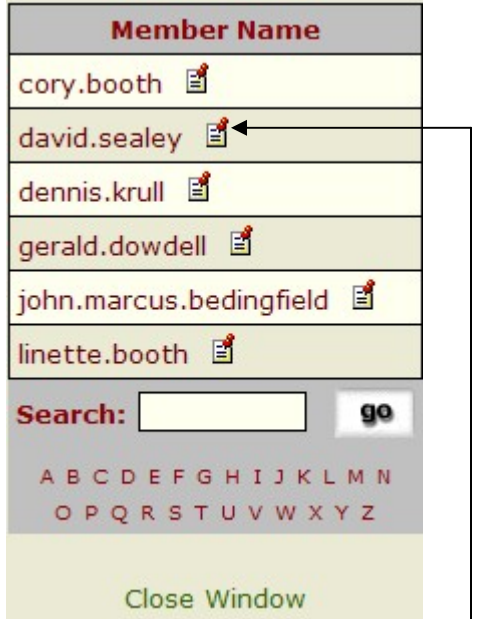**Field Systems Division private messages are currently turned ON.**
You may turn it **OFF** below. By doing so you will no longer be able to receive private messages
⦿ Enable private messages.
○ Disable private messages.
You may turn Private Messages back on by returning to this page

Email Notification

Field Systems Division can send you an e-mail notification whenever you receive a private message.
Please select your preference.
○ Receive e-mail notification of private messages.
⦿ Do not receive notification.

InBox/OutBox Preferences

Please select your layout preference.
○ Single page layout : both inbox and outbox appear on the same page
⦿ 2 page layout : inbox and outbox appear on seperate pages
○ No Outbox : No outbox. Sent messages are not saved

1.10 Forum File Management

Your files will open a window to show all the attachments you have uploaded. You will also have the opportunity to delete these files:

Files in the upload directories...

delete		/cory.booth/20051215103128_attachment.txt	Display

1.10.1 Topsites

Topsite screen shows all the site URLs fellow members have entered:

Topsite

Join | Edit | Forgot Id/Password | Admin Options

Top 10 Sites

Rank:	Site:	In:	Out:
1	▷ FSD *Field Systems Division*	1	4

To post a new URL you will have to register. Simply input the required information and then enter your site.

Register

Email address: _____

Desired password: _____

Password again: _____

Site name: _____

Site description (max 255 letters): _____

Site url: _____

Category: topsite ▾

Submit

You can edit your post by entering your user ID and password:

Edit your account

View Html

Site name: FSD

Site url: https://www.hrc.army.mil/site/active/fsd/

Site description: Field Systems Division

Category: topsite ▾

New password: _____ (Leave empty to keep existing)

New password again: _____ (Leave empty to keep existing)

Email address: cory.booth@hoffman.army.mil

Submit   Reset

1.11 Forum Chat

The FSD Chat program is designed to allow users the ability to interact with one another using an instant messager type of interface. Similar to Yahoo, MSN, or the like, FSD Chat allows you to choose a room or create one for yourself. Rooms you create will be removed after a period of time.

Choose a Room and press the Login button to Enter Chat
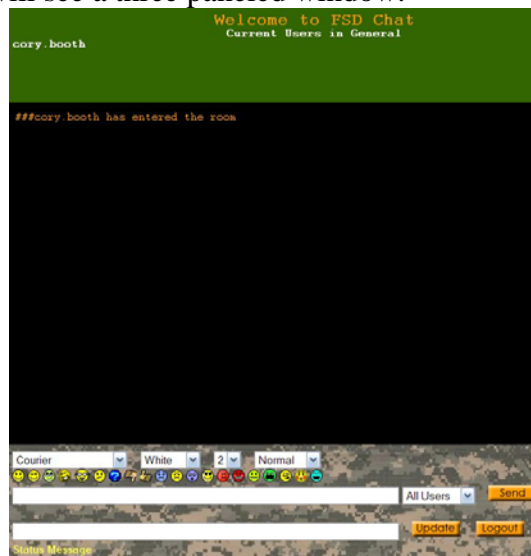Use the Logout button to end your session.

Room Name	Current Chatters
⊙ General	0
○ eMILPO	1
○ Army-Wide PAI	0
○ ePAI-Deviations	0
○ DIMHRS	0
○ DTAS	0
○ Theater	0

*Or* Create a Room: [   ]
Login Name: cory.booth
[Login]

Simply select the room you want to enter or enter a name of the room you would like to create and click Login.

Once in the room you will see a three paneled window.

1.11.1   Who is in the room

The top portion of the screen will reflect those users currently in the room and their updated status (if present). You will also see the name of the Chat Room.
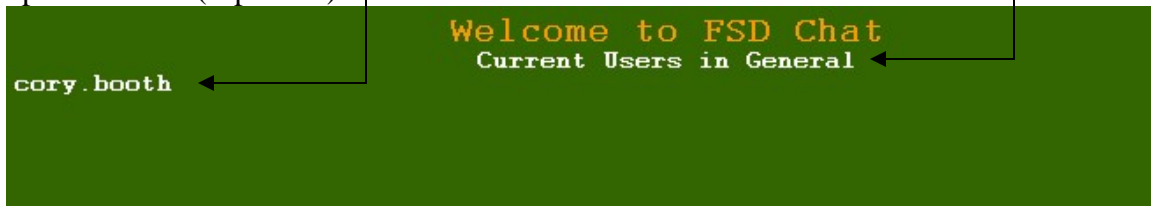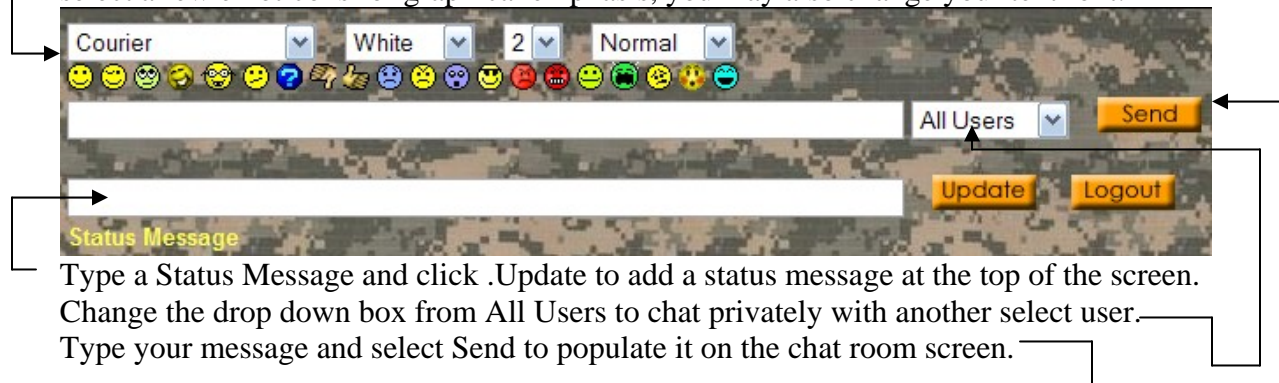

1.11.2   What is being said

The middle portion of the screen will reflect the chats being typed in the room.

1.11.3   The Communication Interface

This bottom portion of the screen allows you to enter your chats, update your status, and select a few emoticons for graphical emphasis, you may also change your text font.

Type a Status Message and click .Update to add a status message at the top of the screen. Change the drop down box from All Users to chat privately with another select user. Type your message and select Send to populate it on the chat room screen.